



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

AMENDED
JOB POSTING

Technical Support Specialist 1

UNCLASSIFIED APPOINTMENT

(UNCLASSIFIED APPOINTMENT NOT TO EXCEED SEPTEMBER 30, 2017)

As a result of a Civil Service Commission decision on April 17, 2013, the positions for Interim Appointment within the Sandy Recovery Division have been reallocated to the Unclassified Service. As such, all Interim Appointment job postings related to this division will be unclassified appointments.

NOTE: Candidates who previously applied for these positions and remain interested in Unclassified Appointments, need not reapply.

On Monday, October 29, 2012, Superstorm Sandy hit New Jersey, resulting in a level of damage never before experienced in this state. The Disaster Relief Appropriations Act (HR152) provided \$16 billion in funding to the Department of Housing and Urban Development (HUD) *Community Development Block Grant Disaster Recovery (CDBG-DR)* program; an initial allocation of \$1,829,520,000 was made to New Jersey. It is expected that there will be additional allocations of CDBG-DR to New Jersey by the HUD Secretary. The New Jersey Department of Community Affairs (DCA) will administer the CDBG-DR funds allocated to New Jersey to rebuild homes, businesses, and infrastructure impacted by Superstorm Sandy.

The DCA is seeking a Technical Support Specialist 1 to serve in the Sandy Recovery Division. A new division is to begin operations immediately and expected to remain operational through September 30, 2017.

POSTING NUMBER:	HR-0054	ISSUE DATE:	April 19, 2013
TITLE:	Technical Support Specialist 1	CLOSING DATE:	April 23, 2013
DIVISION / UNIT:	Sandy Recovery Division	SALARY RANGE:	P24: \$57,442.08 - \$81,546.78
LOCATION:	101 South Broad Street Trenton, New Jersey	DISTRIBUTION:	STATEWIDE
POSITIONS:	1		

DESCRIPTION OF MAJOR DUTIES:

Under general supervision, in a mainframe environment, provides direct hands on support to a work shift of the Data Processing Operations unit in resolving production problems from verbal or written problem reports; consults with network management and systems programming staff for problem diagnosis, assistance, and resolution; monitors and allocates space on direct access storage devices; uses productivity aids in implementing and maintaining software, applications, and system libraries; OR in a client/server environment, provides hardware/software support to end users; installs hardware and software on servers and/or workstations; does other related duties.

REQUIREMENTS:

Graduation from an accredited college or university with an Associate's degree in Data Processing.

EXPERIENCE:

Three (3) years of experience in data processing systems analysis and programming design, or the analysis of work methods and processes, or the operation of multi-program OR client/server computer systems, or working in the support areas of computer scheduling, input/output control and magnetic data control in the data processing field or help desk, one (1) year of which shall have been in the technical support area solving user problems in a help desk or related environment or using productivity aids and job control languages.

NOTE: A Bachelor's degree in any field may be substituted for the Associate's degree in Data Processing.

NOTE: A Bachelor's or Master's degree in Data Processing may be substituted for one (1) year of experience.

Special Note Substituting Experience for Education

Experience in the study of work methods and processes, the analysis of varied types of data, the design and preparation of systems and programs, the operating of multiprogramming or client/server computer systems and work in the data processing support areas of input/output control, scheduling, reliability or user support may be substituted for the required education on a year-for-year basis.

NOTE: Any formal data processing training by any organization may be submitted for consideration and evaluation as possibly being equated to a specific number of college credits. The Civil Service Commission will review the course content and all the other factors involved, and make a determination.

LICENSE: Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Office of Human Resources
New Jersey Department of Community Affairs
HR# 0054
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

NOTE: In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer